

Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021

This document provides instructions for the SSO of the National School Lunch Program (NSLP) regarding the steps for updating existing SSO site applications in the Connecticut State Department of Education's (CSDE) [Connecticut Online Application and Claiming System for Child Nutrition Programs](#) (CNP System) for summer 2021. SSO sponsors that need to revise already approved SSO site applications for operating during the summer months must make sure that the information entered is accurate and **reflects summer operations only**. Data for school year (SY) 2021-22 **cannot** be submitted at this time.

To complete the summer 2021 SSO site applications, SSO sponsors must accurately complete each of the step-by-step instructions below, including the U.S. Department of Agriculture's (USDA) waiver section for each SSO site operating in summer 2021. Failure to submit a complete and accurate SSO site application by **June 25, 2021**, for summer 2021 SSO operations may delay authorization to serve meals under the SSO.

If you are considering operating a new SSO site, contact your [CSDE county consultant](#).

Questions 1-10

Update each SSO site **that will continue** to operate through the summer months (June, July, August, or September) up until the first official day of school. ***See special instructions on page 2 for question 6.***

The screenshot displays the 'School Nutrition Programs' web interface for Connecticut. The top navigation bar includes links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. The breadcrumb trail shows 'Applications > Application Packet > Packet Site List - SSO >'. The page title is 'SSO Site Application For School Year: 2020 - 2021'. Below the title, there are two large blue rectangular boxes. Underneath these boxes, the text reads 'Type of Agency: Educational Institution' and 'Type of SNP Organization: Public'. To the right of this text is a 'VIEW' button and a 'Show Changes' button. Below this section is a 'Site Supervisor' section with a 'Version: Original' label. The 'Site Supervisor' section contains a table with columns for Salutation, First Name, and Last Name. The first row shows 'Ms.' as the salutation, and the first and last names are redacted with blue boxes. Below the table are four numbered fields: 1. Name (with a dropdown arrow), 2. Email Address (with a dropdown arrow), 3. Phone (with a dropdown arrow), and 4. Title (with a dropdown arrow). The 'Physical Address' section follows, with fields for Address Line 1, Address Line 2, City, State (with a dropdown arrow), Zip (with a dropdown arrow), County (with a dropdown arrow), and Directions To Site. The state is currently set to 'CT' and the county to 'Windham (008)'.

Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021

Question 6: Address Line 2




Do **not** enter address information in the “Address Line 2” field. You must enter the following information in this field instead:

1. Site start and end dates.
2. Description of distribution method.
3. Meals and/or snacks that will be served. **Reminder:** Only two meals can be served and claimed.
4. Distribution days.

This information will be used to advertise open sites to the public. Refer to the examples below for how to enter site information in this field.

- Example 1: 6/28/21-8/20/21, Grab and Go, Breakfast & Lunch, Mon & Wed
- Example 2: 7/12/21-8/20/21, Cafeteria, Lunch, Daily (Mon-Fri)

Note: Do not list meal service times in this field. Serving times will be entered into a different section of the CNP System.

Site Supervisor			
	Salutation	First Name	Last Name
1. Name:	<div></div>		
2. Email Address: 			
3. Phone:			
4. Title:			
Physical Address			
5. Address Line 1:	<div></div>		
6. Address Line 2:	6/28/21-8/20/21, Grab and Go, Breakfast & Lunch, Mon & Wed 		
7. City:	<div></div>		
8. State:	<div></div>	Zip:	<div></div>
9. County:	Windham (008) 		
10. Directions To Site:	<div></div>		

Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021

Question 11: Indicate the Type of Site

Type of site: Select either **Open** or **Closed Enrolled**. **Do not select “Restricted Open,” “Migrant,” or “Camp.”**

Type of Site and Eligibility

11. Indicate the type of site.

☐ Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.

☒ ~~Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, when the sponsor restricts or limits attendance for reasons of security, safety or control.~~

~~Why is attendance limited/restricted due to security, safety or control?~~

☐ Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals. Sponsor must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

Why sponsoring a closed site?

- **When to select “Open”**

Select “Open” for sites where SSO meals will be distributed to any child age 18 years old and younger and persons 19 or older with a physical or mental disability, as defined by the State.

- **When to select “Closed Enrolled”**

Select “Closed Enrolled” when the SSO meals will only be distributed to children enrolled in a structured enrichment program taking place at the actual site where meals are being served.

Example: The sponsor serves SSO meals to children enrolled in an arts and crafts summer program. The sponsor is distributing meals strictly for the children enrolled in the arts and crafts day program due to the building’s maximum allowable capacity.

Important considerations: The CSDE expects that all sites implementing the [area eligibility waiver](#) will serve as “Open” meal sites. If any sponsor implementing the area eligibility waiver must operate one or more “Closed” meal sites to serve only children enrolled in programming at that site, the sponsor must work in partnership with CSDE to identify the locations where they are operating SSO meal service that will provide access to the public. The CSDE will consider the “Closed” site designation for sites implementing the area eligibility waiver **only** under the circumstances of concerns due to space, security, safety, or control. SSO sponsors must indicate the reasons for their request to designate the site as Closed Enrolled in the CNP Online system as part of Question 11 *Why sponsoring a closed site?*

SSO sites that are for Academic Summer School **must** be Open to the general public. (Refer to [USDA Memo SP 09-2017: 2017 Edition of Questions and Answers for the National School Lunch](#)

Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021

Program's Seamless Summer Option.) Therefore, Academic Summer Schools intending to serve enrolled students shall not select Closed Enrolled.

SSO sites authorized under the state's area eligibility waiver that provide meals to Summer Enrichment Programs shall only apply for the Closed Enrolled designation when the sponsor must restrict or limit attendance for reasons of space, security, safety, or control.

Qualified by: Do **not** revise this section without contacting your **CSDE county consultant**. This section addresses area eligibility for an Open site or a Closed Enrolled site that was approved as part of the site's initial approval based on school data, census data, or waiver.

The image shows a screenshot of a web form for updating Seamless Summer Option (SSO) site applications. The form is titled "Qualified by:" and contains several sections for data entry. A large red "X" is drawn across the entire form, indicating that this section should not be revised without contacting the CSDE county consultant. The form sections include:

- Qualified by:**
 - ☐ % Free and Reduced approved, school data (most recent October data).
Select the Qualifying Site for the Seamless Summer Option:
 - ☐ Census data
Census Tract No.
Block Group No.
 - ☐ Income eligibility forms are:
 - ☐ Collected
 - ☐ On File
 - ☐ SFA Listing
 - Projected number of children enrolled
 - Projected number of children eligible for free/reduced price meals
 - ☒ Other:
Explain:
- Migrant (1-3 Meals)**
- Camp (1-3 Meals)**
 - ☐ Residential
 - ☐ Non-residential (day camp)
- If 'Non-residential' is selected, provide a brief description of the organized program.
- Why sponsoring a camp?
- Source of documentation for individual children's eligibility:**
 - ☐ Regular School Year Eligibility (SFA Listing)
 - ☐ Application Submitted to Camp Site
 - ☐ Combination of both (Regular School Year Eligibility and Application Submitted to Camp Site)
- Projected number of children enrolled
- Projected number of children eligible for free/reduced price meals
- ☐ Select to provide assurance camp will only claim reimbursement for children eligible for free or reduce price meals.

Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021

Question 12: Year-round Calendar

Do not change.

Question 13: Summer Operational Dates

Start Date: Do not change the start date.

End Date: Enter the end date of SSO meal service at the site (prior to the first official day of school).

Question 14: Number of Operating Days

Enter the number of total days the site will be submitting a claim for each month of summer operations (prior to the first official day of school). Update the number of days for June, if applicable.

Question 15: Field Trip Dates

Do not answer.

Period of Operation

12. Is the Site located in an area where the school operates on a year-round calendar? ☐ Yes ☒ No

13. Summer Operational Dates: Start Date: 10/01/2020 End Date: 8/27/21

14. Enter the number of days the Site will operate each month:

OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEP 2021
20	18	17	19	17	22	16	21	22	22	20	

15. Field Trip Dates:

Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021

Questions 16-20

The information should reflect the estimated number of meals served daily; the type of meal to be served; the time that the meal service begins and the time the meal service ends; and all of the days that meals are being distributed at that site.

For Open sites, meal service time should reflect the beginning and end time of meal distribution to the public.

Meal Participation

16. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends
<input checked="" type="checkbox"/> Breakfast	<input type="text" value="100"/>	9 AM :00	9 AM :30
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input type="checkbox"/> AM Snack	<input type="text"/>	:00	:00
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input checked="" type="checkbox"/> Lunch	<input type="text" value="100"/>	9 AM :00	9 AM :30
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input type="checkbox"/> PM Snack	<input type="text"/>	:00	:00
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input type="checkbox"/> Supper	<input type="text"/>	:00	:00
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			

Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021

Question 21:

Update this for all sites that are **Open Sites**. Leave blank if the site is closed enrolled.

Questions 22 and 23

Do not change.

Certifying the SSO Site Application

Click the **Certification** box and click **Save**.

Advertising

21. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use.
(Not applicable for Closed Enrolled and Camp sites)

Advertisement Date(s):

☐ Newspaper announcement/press release ☐ TV/Radio

☐ Flyers - neighborhood ☐ Flyers - school ☐ Posters and signs

☐ Sponsor website ☐ School newspaper

☐ Other

Organization Liaison

22. If Sponsor is not providing site personnel, please provide the name of the organization and title of the person responsible for communication between the Sponsor and the organization:

Organization: Person Responsible:

Severe Need Breakfast Qualification

23. Severe Need Breakfast Eligibility based on Qualifying School

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %
5,602	1,814	15,431	22,847	32.45%

Certification

☐ By checking the box above, I certify that the information on the application forms in the Child Nutrition Online Claim System is true and correct and that I will immediately report to the state any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state may verify information, and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes. I hereby certify that this School Food Authority will operate the Child Nutrition program(s) indicated in the Child Nutrition Online Claim System in accordance with the agreement(s) on file.

Save **Cancel**

VIEW | MODIFY | DELETE

Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021

Submitting the SSO Site Application

When SSO Site Applications are complete with **no errors**, go to the application dashboard and click **Submit for Approval**.

The screenshot shows the '2019 - 2020 Application Packet' dashboard in the Connecticut CNP Online System. The top navigation bar includes links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. The breadcrumb trail shows 'Applications > Application Packet >'. The school year is set to '2020 - 2021'.

Key information displayed includes:

- 2019 - 2020 Application Packet**
- Packet Submitted Date: [blank]
- Packet Approved Date: [blank]
- Packet Original Approval Date: [blank]
- Packet Status: Not Submitted
- Type of Agency: Educational Institution
- Type of SNP Organization: Public
- Packet Assigned To: Fionnuala Brown

Action	Form Name	Latest Version	Status
View Modify Admin	Sponsor Application	Original	Not Submitted
Details	Meal Pattern Compliance Dashboard		Pending Validation
Details	➔ Checklist Summary (12)		
Details	Application Packet Notes		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	5	0	0	0	0	5
Seamless Summer Option	0	1	0	0	0	0	1

At the bottom, there is a row of buttons: '< Back', 'Submit for Approval' (circled in red), 'Approve', 'Return', 'Deny', and 'Withdraw Packet'. A 'Show Packet History' link is also present.

Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021

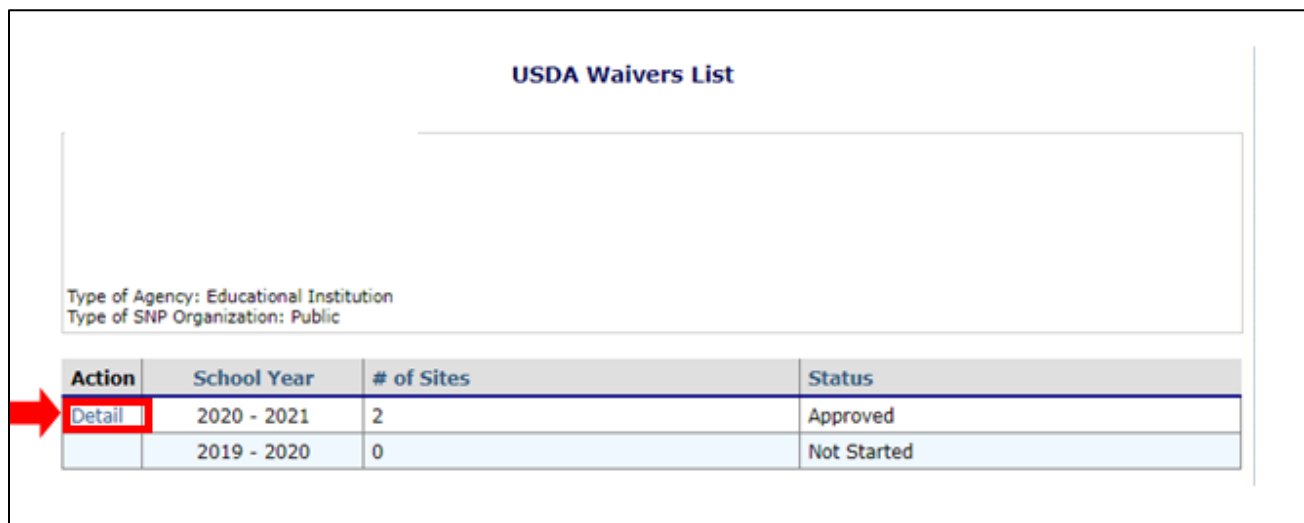
Update USDA Waivers

Update the USDA Waivers for each SSO site continuing to operate through the summer months of June, July, August, and/or September (prior to the first official day of school).

1. In the main site application menu, click on **USDA Waivers**.



2. Click on **Detail** next to the corresponding school year.



Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021

3. Click on **Revise** for each school/site that will operate through the summer months of July, August, and/or September (prior to the first official day of school).

USDA Waivers Received by Site List For School Year 2020 - 2021						
Type of Agency: Educational Institution Type of SNP Organization: Public						
Action	Version	Site ID	Site Name	# Waivers	Status	
View Revise Admin	Rev. 1	02	Elementary School	6	Approved	
View Revise Admin	Original	61	High School 1)	7	Approved	

4. For each waiver listed, select the additional months of waiver participation by checking the applicable boxes. Repeat this action for all questions. For more detailed information on each waiver, please refer to the CSDE's *Instructions for Completing the "USDA Waivers" Section of Connecticut's Online Application and Claiming System for Child Nutrition Programs (CNP System): Seamless Summer Option of the National School Lunch Program*.

1. Allow Seamless Summer Option Operations

☐ Not Participating in Waiver

☒ Participating in waiver

Months of waiver participation (check all that apply)

All: ☐

Jan: ☒

Jul: ☐

Feb: ☒

Aug: ☐

Mar: ☒

Sep: ☐

Apr: ☒

Oct: ☒

May: ☒

Nov: ☒

Jun: ☒

Dec: ☒

Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021

- After completing all sections to opt in to waivers for each site, the site's status will be "Submitted" or "Complete." If the answer to all waivers is "Not Participating in Waiver," the status will be "Complete."

Type of Agency: Educational Institution Type of SNP Organization: Public					
Action	Version	Site ID	Site Name	# Waivers	Status
View Modify Admin	Rev. 2	02	Elementary School	6	Submitted
View Modify Admin	Rev. 1	61	High School)	7	Submitted

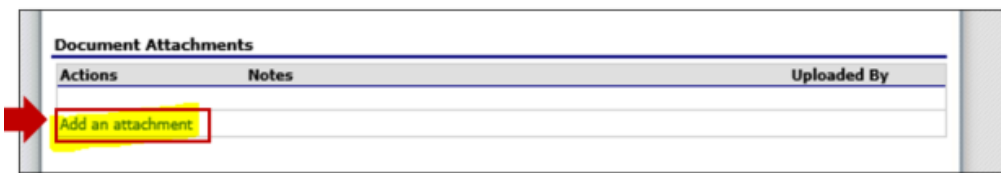
Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021

Uploading Waiver Attachments as Applicable

If you have not submitted the following waivers and wish to implement them during the summer, or you have revisions to these previously approved waiver applications, please upload as an attachment:

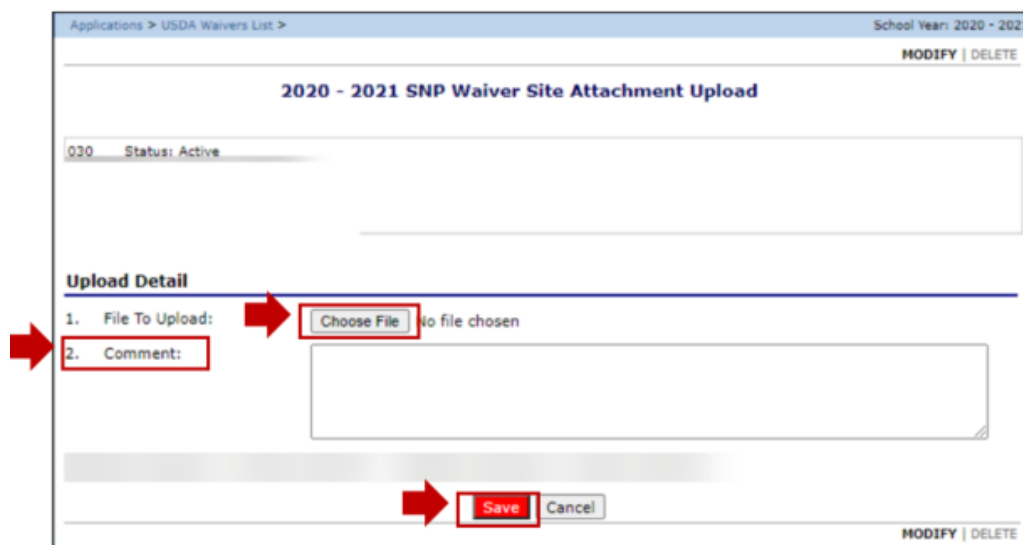
- a. [Application for Area Eligibility in Summer Food Service Program and Seamless Summer Option Operations during School Year 2020-21 through June 30, 2021](#) (Submit only if you are opening a new site that has not previously operated in SY 2020-21)
- b. [Application for Providing Home Delivery for Summer Food Service Program or Seamless Summer Option Meals during School Year 2020-21](#)
- c. [Application for Meal Pattern Flexibility in the Child Nutrition Programs during School Year 2020-21](#)

Go to the bottom of the site's "USDA Waiver Requests by Site Detail" page and click "Add an attachment."



The screenshot shows a table titled "Document Attachments" with columns "Actions", "Notes", and "Uploaded By". A red arrow points to a yellow box containing the text "Add an attachment:" in the "Actions" column.

1. Select the **Choose File** button to access your computer's files. Select a file, then choose **Open**.
2. Add a **Comment**. Example: Meal Pattern Waiver Application.
3. Select **Save**. The attachment will display on the Document Attachments List.



The screenshot shows the "2020 - 2021 SNP Waiver Site Attachment Upload" form. It includes a "File To Upload:" section with a "Choose File" button, a "Comment:" text area, and "Save" and "Cancel" buttons at the bottom. Red arrows point to the "Choose File" button, the "Comment:" text area, and the "Save" button.

Steps for Updating Existing Seamless Summer Option (SSO) Site Applications in the CNP Online System: Summer 2021



For more information, visit the CSDE's [Operation of Child Nutrition Programs during Coronavirus \(COVID-19\) Outbreaks](#) webpage, or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/COVID-19/Steps_Updating_SSO_CNP_System.pdf.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

The Connecticut State Department of Education is committed to a policy of affirmative action/equal opportunity for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, civil air patrol status, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.

This institution is an equal opportunity provider.